

ASSOCIATE PLANNER

DEFINITION

To perform journey level professional work in the field of current planning, advanced planning or redevelopment.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and local laws, policies, procedures and practices; statistical data, knowledge or urban planning and development principles and practices; knowledge of statutes related to general plans, zoning and land divisions, as well as applicable environmental laws and regulations. Uses City vehicles, telephones, Fax machines, PC terminal, printer, copier and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including many that are conducted during the evening. May also include occasional irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays).

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level professional staff.

May exercise technical or functional supervision over subordinate staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Research, analyze, and interpret complex social, economic, population and land use data and trends; prepare written reports on various planning.

Analyze projects and prepare initial studies and documentation.

Compile information and make recommendations on special studies and prepare complex planning reports.

Prepare General and Redevelopment Plan amendment studies.

Review development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps, and subdivision proposals for

conformance with appropriate regulations, and prepare reports of recommendations.

Prepare staff reports and graphic displays and make presentations to the Planning Commission or other committees, boards, or City Council as assigned.

Check, commercial, industrial and residential development plans for issuance of zone clearance; process permits applications.

Administer consultant contracts related to planning projects; coordinate activities with other departments or divisions; monitor, review, evaluate and revise project schedules; prepare project progress reports.

Research and draft ordinances for review.

Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning and redevelopment.

Current literature, information sources, and research techniques in the field of urban planning and redevelopment.

Statutes related to general plans, zoning and land division.

Applicable environmental laws and regulations.

Ability to:

Apply laws underlying general plans, zoning and land division.

Interpret planning and zoning programs to the general public.

Perform complex professional planning work with a minimum of supervision.

Work effectively with the general public.

Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of responsible experience in urban planning.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major work in urban or regional planning, architecture, or a related field considered useful in city planning.